

MINUTES of the **MID-TRENT MAT EXTRA-ORDINARY** Meeting

BOARD OF TRUSTEES and MEMBERS

Monday 23rd April 2.00pm at St Peter's CE Primary School

PART ONE

MEMBERS Membership: Non-Voting Chair: **Mary Evans** (i) **CECET:** **Colin Hopkins** (ii) **Stephen Butt** (iii) **David Clay** (iv) **Jonathan Mayne**

TRUST BOARD Membership: **Mary Evans, (ME) (Chair)** **Nicki Clay, (NC)** **Julie Alexander, (JA)** **Paul Hayward, (PH)** **Mark Blundy, (MB)** **Angela Mulligan, (AM)** **Advisor (Chief Finance Officer) : Andrew Nield (AN)** **Clerk: PRW**

ITEMS OF BUSINESS						
1.1	Welcome, Introductions and Apologies for Absence		Chair	2	Colin Hopkins and Jonathan Mayne sent their apologies which were accepted.	
2.3	Confidentiality All discussions during this meeting remain confidential to this meeting.		Chair	1	Resolved	
1.2	Business of Meeting	Powerpoint Presentation	Facilitator	2	AN accepted the request to be the Facilitator for this meeting.	
	" To discuss the questions raised by the MAT Structure Review presentation and to agree Next Steps."			Single item		
	Discussion			Action Required	By Who	By When
	The meeting opened with a brief history of how the MAT was originally formed and how the present structure was devised. It was stated that our structure is not now recommended but was when we converted and is similar to					

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<p>many schools across the country. A list of documents were given by AN to show the numerous policies that influence our working practices. (Guidance documents) It was stated that we could be seen as an 'upside-down' triangle when discussing structures.</p> <p>The DfE and RSC are partners in our charity. We must be compliant or the MAT could be given a notice to improve, which covers both financial and governance. The OFSTED framework has recently been updated and during a school inspection (of a school within a MAT), a member of the Trust Board / CEO may be required to be interviewed as part of the inspection of the school.</p> <p>The RSC advises that there should be a 'link' person on the Trust Board who has a remit to monitor the following aspects: Finance, Safeguarding, SEN, Data, HR, and H&S.</p> <p>A Trustee requested greater clarity as to their role and explained how an 'organisation chart' was helpful in showing: responsibility, accountability and knowledge. The information given to Trustees needs to be better so they have the ability to challenge. As it is the Trustees who are accountable, whereas the Governors are only responsible at school level. Every Trustee needs a remit. As they are expected to be a 'critical friend'.</p> <p>A discussion about the RSC recommendations in the Governance Handbook about MAT growth.</p> <p>The meeting were in total agreement that the people working in all levels of the governance structure were very impressive. The three LGB bodies are very effective. However, what was necessary were the supporting guidance i.e. terms of reference, roles, handbooks, clearer information.</p> <p>The Members felt that only meeting annually didn't give them a clear picture of how the MAT was progressing. It was stated that the Members would receive all minutes from the governance level below: namely - Trust Board meetings, Finance Forum meetings, Leadership Forum meetings.</p> <p>The Trust Board would now receive 'The Dashboard' of data from the schools on a single pages in three comparing columns. The Trustees requested greater clarity with a 'Timeline' of action needed and Terms of Reference for every layer of Governance. It was stated that the MAT needed an independent chair.</p> <p>AN thanked those who had completed the 'Skills Audit'. The question was raised as to whether the Headteachers should be on the Trust Board? If so, it needs to be justified? It was stated the Headteachers are 'employees' of the MAT and not members of the Board because of their Headteacher status. It was acknowledged though that the three Headteachers workload must have increased as a consequence of forming the MAT.</p> <p>At present there are only 6 Trustees of which 3 are the Headteachers. This is above the 33.3% limit within the Articles of Association. To be transparent, the Board needs to be active in finding other volunteers to join the Board. These must have the right skills needed for our Board. AN at present is pursuing a request to Academy Ambassadors, to see whether there are suitable people who are willing to volunteer to sit on our Board.</p> <p>Are we ready to take on another school if asked? The Board felt that the MAT is not in a position at present to do this. The meeting realised that the MAT had reached a critical point in its development and needed to think more</p>	<p>Dashboard to be completed</p> <p>Collate Skills Audit feedback</p>	<p>Headteachers</p> <p>AN</p>	<p>Next Trust Board meeting</p> <p>Next Extra Ordinary meeting</p>
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	<p>objectively and concentrate on its' accountability. The MAT needs to make strategic decisions for its future and create a Board for this purpose:</p> <p>AN returned (again) to the 21 questions.... Especially number 3. Is the MAT in a position to support another school joining the MAT? No. The next step for this next year is a consolidation period to ensure that the Governance Structure within the MAT is correct with the required terms of reference and roles. Only after this has been achieved, did the Trustees think that an additional school was feasible.</p> <p>It was stated that the Leadership Forum possessed the correct skill-set for their role.</p> <p>It was stated that there should be ' independence between the levels of governance'.</p> <p>It was agreed that the 'Dashboard would be very helpful for the Trustees and this was approved and would be available at the next Board meeting in July. PH suggested that it would be possible to assign the Trustee responsible for each aspect beside the elements of the Dashboard. The discussion then considered the allocated roles of individual Trustees, not all Trustees had a defined role.</p> <p>As there are vacancies on the Trust Board AN was asked to contact Academy Ambassadors and request 3 new volunteers to oversee and monitor the following areas: Finance, Human Resources and the position of Chair.</p> <p>AN stated that every Trustee and Member should engage in completing the 21 document prior to the next meeting.</p> <p>Job descriptions are needed for the role of a Trustee and that of a Member.</p> <p>An internal structure for each group is needed and this should be mirrored in the LGB. (A flow diagram of the levels was mentioned)</p> <p>Trust Board appoint Headteachers whilst Governors appoint other school staff.</p>	<p>Contact Academy Ambassadors</p> <p>Complete 21 questions</p>	<p>AN</p> <p>Members and Trustees</p>	<p>asap</p> <p>Before next Extra-Ordinary meeting</p>
6. CONCLUSION OF MEETING				
6.1	Any other Urgent Business	none		
6.2	Date of Next Meetings Trust Board	A further meeting was agreed. The date will be selected by the largest number of available people on one of the five dates to choose from. (via email to the clerk)		

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This is a true record of the meeting.

Signed:	Date:
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